

IELTS Vocabulary

1.

People, Character,
Psychology,
Communication, Family

- Words
- Collocations
- Articles

Jamshid Safarov

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People, Character, Psychology, Communication, Family



Words & Collocations

∞ People

Appearance

attractive, good-looking, beautiful, handsome, lovely, pretty, cute, nice;

pretty; beautiful; handsome; good-looking;

plain, homely (=not good-looking; AmE), unattractive, ugly; an ugly fellow;

a pretty (beautiful, ugly, intelligent, round, oval) face; regular features; delicate features;

well-dressed; nicely dressed; casually dressed; poorly dressed; elegant; fashionable;

neat, clean, tidy; untidy, dirty, filthy; a neat person;

Height

tall, very tall, quite tall; six feet tall; not very tall; short;

average height; medium height; middle height;

Weight and Build

thin, quite thin, slim, slender; skinny, underweight;

plump, chubby, stout, overweight, obese, fat;

medium-build; heavily built; thickset; broad-shouldered;

delicate; delicate constitution;

strong, muscular, athletic; weak, feeble.

Hair

dark, black, brown, chestnut, red, auburn; blond, light, fair; white, gray (grey);

a brunette, a brunet; a redhead; a blonde, a blond; a dark-haired; corn-colored;

long, short; medium-length; shoulder-length; long dark-blond;
straight, curly, wavy; thick, thinning, bald; curly; bald;
shiny, smooth, neatly combed; soft, silken; lank; dull; oily; greasy;
tousled; disheveled; plaits, ponytail; beard, mustache (moustache).

Eyes

blue, gray (grey), green, brown, dark;
light-blue; dark-gray; grayish-blue;
big eyes; large eyes; bright eyes; expressive eyes; sharp eyes;
eyebrows, eyelashes; thick eyebrows; green eyes with dark lashes;
nearsighted, shortsighted (near-sighted, short-sighted); blind;
eyeglasses, glasses, spectacles, sunglasses; a pair of glasses

Age

young, middle-aged, elderly, old; grown-up, adult;
he is twenty years old; she is in her thirties; he is about forty;
a child; a kid; a little boy; a little girl; a five-year-old girl; she is five years old;
a teenager; a teenage boy; a teenage girl; a young boy; a young girl;

Character

Character, personality, nature

good (excellent, fine, strong, firm, weak, bad, terrible, evil) character;
traits of character; qualities; he has a terrible character; his character is very good;
a woman of great character; a man of character; he has no character at all;
pleasant (friendly, strong, weak, interesting, charismatic) personality;
she is soft-hearted by nature; it is not in his nature to be rude.

Other qualities

pretentious, self-important, vain, pompous; domineering, oppressive; unpretentious;

capricious, wayward, whimsical; mischievous; argumentative, irritable, quarrelsome;

critical, exacting, fault-finding; pedantic; docile, dutiful, obedient; disobedient;

talkative; glib; noisy; reserved, reticent; laconic; taciturn; silent; secretive;

economical, thrifty, frugal, tight, stingy, miserly, greedy; wasteful, prodigal, extravagant;

strange, odd, weird, eccentric, crazy; normal, ordinary, regular.

Mind

intelligent, wise, clever, smart; sharp, keen, bright, quick, agile;

broad-minded; open-minded; narrow-minded; small-minded; absent-minded;

a sharp mind; a quick mind;

foolish, silly, stupid, dumb; dull, slow; crazy, insane, mad;

Other related words

Note: Some of the words below are informal or slang words; some of them may be perceived as offensive.

a bookworm; a history buff; a sports fan; a music fan; a movie fan; a TV addict;

a computer whiz kid; a computer freak; a number-cruncher;

a fashion plate; a dandy; a fashionmonger; a warmonger; a newsmonger; a scaremonger;

a junk collector; a pack rat; a miser; a squanderer; a spendthrift; a spender;

a homebody; a couch potato; lazybones; a workaholic; a Jack of all trades;

an adventurer; a thrill seeker; an oddball; a weirdo; a chatterbox; a scatterbrain; a teaser;

a prude; a hypocrite; a chronic liar; a gambler; a smooth operator; a city slicker; a simpleton;

a superachiever; an underachiever; a winner; a loser; a tough guy; a softy;

a woman-chaser; a womanizer; a ladies' man (a lady's man);

a black sheep; a scapegoat; a scarecrow; a white crow; a night owl.

Weight

1 pound (lb.) = 0.4536 kilograms (kg)

He weighs 170 pounds. (Read as "one hundred and seventy pounds" or "one hundred seventy pounds".)

Height

1 inch (in.) = 2.54 centimeters (cm)

1 foot (ft.) = 12 in. = 30.48 cm = 0.3048 m

He is six feet tall. He is 183 centimeters tall. (one hundred eighty-three centimeters)

She is 160 centimeters tall. (one hundred sixty centimeters)

Her 12-year-old son is about 5 feet tall and weighs about 88 pounds. (eighty-eight pounds)

Character / Personality Traits

1. **active**

characterized by energetic movement

2. **adventurous**

willing to undertake new and daring enterprises

3. **affable**

diffusing warmth and friendliness

4. **affected**

influenced

5. **affectionate**

having or displaying warmth or affection

6. **afraid**

filled with fear or apprehension

7. **ambitious**

having a strong desire for success or achievement

8. **amiable**

diffusing warmth and friendliness

9. **angry**
feeling or showing extreme displeasure or hostility
10. **animated**
having life or vigor or spirit
11. **annoyed**
troubled persistently
12. **anxious**
causing or fraught with or showing anxiety
13. **argumentative**
given to or characterized by a tendency to dispute
14. **arrogant**
having or showing feelings of unwarranted importance
15. **astonished**
filled with the emotional impact of overwhelming surprise
16. **attentive**
taking heed
17. **babyish**
characteristic of a baby
18. **bewildered**
perplexed by many conflicting situations or statements
19. **blase**
nonchalantly unconcerned
20. **boorish**
ill-mannered and coarse in behavior or appearance
21. **bored**
uninterested because of frequent exposure or indulgence
22. **bossy**
offensively self-assured or exercising unwarranted power
23. **brave**
possessing or displaying courage
24. **brilliant**
full of light; shining intensely
25. **busy**
actively or fully engaged or occupied
26. **calm**
not agitated; without losing self-possession
27. **candid**
openly straightforward and direct without secretiveness
28. **capable**
having ability
29. **careful**

	exercising caution or showing attention		showing or having sympathy for another's suffering
30.	caustic	41.	complacent
	capable of destroying or eating away by chemical action		contented to a fault with oneself or one's actions
31.	cautious	42.	conceited
	showing careful forethought		having an exaggerated sense of self-importance
32.	charismatic	43.	concerned
	possessing an extraordinary ability to attract		feeling or showing worry or solicitude
33.	charming	44.	confident
	pleasing or delighting		having or marked by assurance
34.	cheerful	45.	confused
	being full of or promoting cheer		unable to think with clarity or act intelligently
35.	childish	46.	conscientious
	indicating a lack of maturity		characterized by extreme care and great effort
36.	clever	47.	considerate
	mentally quick and resourceful		showing concern for the rights and feelings of others
37.	clumsy	48.	cooperative
	lacking grace in movement or posture		involving the joint activity of two or more
38.	coarse	49.	courageous
	rough to the touch		able to face and deal with danger or fear without flinching
39.	coldhearted		
	lacking in sympathy or feeling		
40.	compassionate		

50.	cowardly	lacking courage; ignobly timid and faint-hearted
51.	crafty	marked by skill in deception
52.	critical	of a serious examination and judgment of something
53.	cross	a marking that consists of lines that intersect each other
54.	cruel	able or disposed to inflict pain or suffering
55.	cultured	marked by refinement in taste and manners
56.	curious	eager to investigate and learn or learn more
57.	dangerous	involving or causing risk; liable to hurt or harm
58.	daring	a challenge to do something dangerous or foolhardy
59.	dauntless	invulnerable to fear or intimidation
60.	decisive	characterized by resoluteness and firmness
61.	dependable	consistent in performance or behavior
62.	determined	having been learned or found especially by investigation
63.	diligent	quietly and steadily persevering in detail or exactness
64.	discouraged	lacking in resolution
65.	discreet	marked by prudence or modesty and wise self-restraint
66.	dishonest	deceptive or fraudulent
67.	dismayed	struck with fear, dread, or consternation
68.	disparaging	expressive of low opinion
69.	disrespectful	exhibiting lack of regard; rude and discourteous

70.	dissatisfied	feeling or caused to feel uneasy and self-conscious
	in a state of sulky dissatisfaction	
71.	distressed	81. encouraging
	feeling general unhappiness	giving courage or confidence or hope
72.	domineering	82. energetic
	tending to rule in a cruel manner	possessing or displaying forceful exertion
73.	doubtful	83. enthusiastic
	fraught with uncertainty	having or showing great excitement and interest
74.	dutiful	84. exacting
	willingly obedient out of a sense of respect	severe and unrelenting in making demands
75.	eager	85. excited
	having or showing keen interest or intense desire	in an aroused state
76.	easygoing	86. expert
	relaxed and informal in attitude or standards	a person with special knowledge who performs skillfully
77.	effervescent	87. exuberant
	giving off bubbles	joyously unrestrained
78.	efficient	88. facetious
	being effective without wasting time, effort, or expense	cleverly amusing in tone
79.	eloquent	89. fair
	expressing yourself readily, clearly, effectively	free from favoritism, bias, or deception
80.	embarrassed	90. faithful

	loyal and reliable	101.	frustrated	
91.	fanciful		disappointingly unsuccessful	
	indulging in or influenced by the imagination	102.	funny	
			an account of an amusing incident	
92.	fearless	103.	garrulous	
	calm or oblivious in the face of danger		full of trivial conversation	
93.	fidgety	104.	generous	
	nervous and unable to relax		willing to give and share unstintingly	
94.	fierce	105.	gentle	
	marked by extreme and violent energy		soft and mild; not harsh or stern or severe	
95.	finicky	106.	giddy	
	fussy, especially about details		lacking seriousness; given to frivolity	
96.	foolish	107.	giving	
	lacking good sense or judgment		the act of giving	
97.	formal	108.	glamorous	
	in accord with established conventions and requirements		having an air of allure, romance and excitement	
98.	fortunate	109.	gloomy	
	having unexpected good luck		depressingly dark	
99.	frank	110.	glum	
	characterized by directness in manner or speech		moody and melancholic	
100.	friendly	111.	grateful	
	characteristic of or befitting an ally		feeling or showing thankfulness	

112.	greedy	having or showing arrogant superiority
	immoderately desirous of acquiring something	
113.	gregarious	providing assistance or serving a useful function
	temperamentally seeking and enjoying the company of others	
114.	grouchy	marked by truth
	annoyed and irritable	
115.	grumpy	having or manifesting optimism
	annoyed and irritable	
116.	gullible	without hope because there seems to be no possibility of comfort or success
	naive and easily deceived or tricked	
117.	happy	127. hospitable
	marked by good fortune	disposed to treat guests and strangers with generosity
118.	hardy	128. humble
	having rugged physical strength	marked by meekness or modesty; not arrogant or prideful
119.	harried	129. humorous
	troubled persistently, especially with petty annoyances	characterized by the power to evoke laughter
120.	harsh	130. ignorant
	disagreeable to the senses	uneducated in general; lacking knowledge or sophistication
121.	hateful	131. ill-bred
	evoking or deserving hatred	(of persons) lacking in refinement or grace
122.	haughty	

132. imaginative	characterized by hard work and perseverance
marked by independence and creativity in thought or action	143. amenable
133. immaculate	disposed or willing to comply
completely neat and clean	144. innocent
134. immature	free from sin
not yet fully developed	145. insipid
135. impartial	lacking interest or significance or impact
free from undue bias or preconceived opinions	146. insistent
136. impatient	demanding attention
restless or short-tempered under delay or opposition	147. insolent
137. impolite	marked by casual disrespect
not showing regard for others in manners, speech, or conduct	148. intelligent
138. impudent	having the capacity for thought and reason to a high degree
improperly forward or bold	149. intrepid
139. impulsive	invulnerable to fear or intimidation
without forethought	150. jealous
140. inactive	suspicious or fearful of being displaced by a rival
not engaged physically or mentally	151. jovial
141. independent	full of or showing high-spirited merriment
free from external control and constraint	152. joyous
142. industrious	full of or characterized by happiness

153. **keen**

intense or sharp

154. **lackadaisical**

idle or indolent especially in a dreamy way

155. **languid**

lacking spirit or liveliness

156. **lazy**

disinclined to work or exertion

157. **lively**

full of life and energy

158. **logical**

based on known statements or events or conditions

159. **lonely**

lacking companions or companionship

160. **loquacious**

full of trivial conversation

161. **loving**

feeling or showing love and affection

162. **loyal**

steadfast in allegiance or duty

163. **lucky**

having or bringing good fortune

164. **malicious**

having the nature of threatening evil

165. **mature**

having reached full natural growth or development

166. **mean**

denote or connote

167. **meticulous**

marked by precise accordance with details

168. **mischievous**

naughtily or annoyingly playful

169. **moody**

subject to sharply varying moods

170. **mysterious**

beyond ordinary understanding

171. **naive**

marked by or showing unaffected simplicity

172. **negligent**

characterized by undue lack of attention or concern

173. **nervous**

of or relating to a system of sensory apparatus

174. **noisy**

	full of or characterized by loud and nonmusical sounds		not disturbed by strife or turmoil or war
175.	obedient	185.	pensive
	dutifully complying with the commands of those in authority		deeply or seriously thoughtful
176.	obliging	186.	deserving
	showing a cheerful willingness to do favors for others		worthy of being treated in a particular way
177.	obnoxious	187.	persistent
	causing disapproval or protest		stubbornly unyielding
178.	obsequious	188.	pessimistic
	attempting to win favor from influential people by flattery		expecting the worst possible outcome
179.	observant	189.	petulant
	quick to notice; showing quick and keen perception		easily irritated or annoyed
180.	obstinate	190.	picky
	marked by tenacious unwillingness to yield		exacting especially about details
181.	opinionated	191.	pleasant
	obstinate in your opinions		being in harmony with your taste or likings
182.	optimistic	192.	polite
	hopeful that the best will happen in the future		showing regard for others in manners, speech, behavior, etc.
183.	pandemonium	193.	pompous
	a state of extreme confusion and disorder		puffed up with vanity
184.	peaceful	194.	popular
			regarded with great favor or approval by the general public

195. **positive**
characterized by or displaying affirmation or acceptance
196. **precise**
sharply exact or accurate or delimited
197. **proud**
feeling self-respect, self-esteem, or self-importance
198. **punctual**
acting or arriving exactly at the time appointed
199. **punctilious**
marked by precise accordance with details
200. **puzzled**
filled with bewilderment
201. **quarrelsome**
given to arguing
202. **quick**
moving rapidly and lightly
203. **quiet**
characterized by an absence of agitation or activity
204. **quixotic**
not sensible about practical matters

205. **rambunctious**
noisy and lacking in restraint or discipline
206. **rash**
imprudently incurring risk
207. **rational**
consistent with or based on or using reason
208. **refined**
cultivated and genteel
209. **reliable**
worthy of trust
210. **relieved**
made easier to bear
211. **religious**
having or showing belief in and reverence for a deity
212. **respectful**
exhibiting an attitude of admiration or esteem
213. **responsible**
worthy of or requiring trust; held accountable
214. **responsive**
reacting to a stimulus
215. **restless**

lacking physical or mental ease	226. secretive	reluctant to divulge information
216. retiring		
of a person who has held and relinquished a position	227. secure	free from danger or risk
217. risk taker		
someone who risks loss or injury in the hope of gain or excitement	228. sedate	characterized by dignity and propriety
218. rowdy		
disturbing the public peace; loud and rough	229. self-centered	limited to or caring only about yourself and your own needs
219. rude		
belonging to an early stage of technical development	230. selfish	concerned chiefly with your own advantage
220. safe		
free from danger or the risk of harm	231. self-reliant	(of persons) free from external control and constraint in e.g. action and judgment
221. sarcastic		
expressing or expressive of ridicule that wounds	232. sensitive	responsive to physical stimuli
222. satisfied		
filled with contentment	233. shrewd	marked by practical hardheaded intelligence
223. saucy		
improperly forward or bold	234. silly	ludicrous, foolish
224. scared		
made afraid	235. sincere	open and genuine; not deceitful
225. scornful		
expressing extreme contempt	236. skillful	

	having or showing knowledge, ability, or aptitude		unusual or out of the ordinary
237.	slovenly	247.	strict
	negligent of neatness especially in dress and person		rigidly accurate; allowing no deviation from a standard
238.	sly	248.	stubborn
	marked by skill in deception		tenaciously unwilling to yield
239.	smart	249.	studious
	characterized by quickness and ease in learning		characterized by diligent learning and fondness for reading
240.	sneaky	250.	stupid
	marked by quiet and caution and secrecy		lacking or marked by lack of intellectual acuity
241.	snobbish	251.	suave
	characteristic of those who incline to social exclusiveness		having a sophisticated charm
242.	sociable	252.	sullen
	inclined to or conducive to companionship with others		showing a brooding ill humor
243.	steady	253.	supercilious
	securely in position; not shaky		having or showing arrogant disdain or haughtiness
244.	stingy	254.	superstitious
	unwilling to spend		showing faith in magic and ignorance of the laws of nature
245.	stolid	255.	surly
	having or revealing little emotion or sensibility		unfriendly and inclined toward anger or irritation
246.	strange	256.	suspicious

	openly distrustful and unwilling to confide		feeling or showing gratitude
257.	sweet	267.	thoughtful
	having or denoting the characteristic taste of sugar		exhibiting or characterized by careful consideration
258.	taciturn	268.	thoughtless
	habitually reserved and uncommunicative		showing lack of careful thought
259.	tactful	269.	thrifty
	having a sense of what is considerate in dealing with others		mindful of the future in spending money
260.	talented	270.	timid
	endowed with talent or talents		showing fear and lack of courage
261.	talkative	271.	tolerant
	friendly and open and willing to communicate		showing or characterized by broad-mindedness
262.	tasteful	272.	touchy
	in keeping with what is considered appropriate and stylish		difficult to handle; requiring great tact
263.	tenacious	273.	trusting
	stubbornly unyielding		inclined to believe or confide readily
264.	tense	274.	trustworthy
	taut or rigid; stretched tight		worthy of trust or belief
265.	terrified	275.	uncontrolled
	thrown into a state of intense fear or desperation		not being under control; out of control
266.	thankful	276.	uncouth

lacking refinement or cultivation or taste	287. warm	having or producing a comfortable and agreeable degree of heat or imparting or maintaining heat
277. unfriendly		
not friendly	288. warmhearted	
278. unruly		marked by warmth of feeling like kindness and sympathy and generosity
unable to be governed or controlled	289. weak	
279. unscrupulous		wanting in physical strength
without principles	290. whimsical	
280. unselfish		determined by chance or impulse rather than by necessity
disregarding your own advantages and welfare over those of others	291. wise	
281. upset		having intelligence and discernment
cause to lose one's composure	292. witty	
282. useful		combining clever conception and facetious expression
having a helpful function	293. worried	
283. valiant		afflicted with or marked by anxious uneasiness or trouble
having or showing heroism or courage	294. xenophobic	
284. versatile		having abnormal fear or hatred of the strange or foreign
having great diversity or variety	295. yearning	
285. vivacious		prolonged unfulfilled desire or need
vigorous and animated	296. zany	
286. vulgar		
of or associated with the great masses of people		

	ludicrous or foolish	307.	fighter	
297.	zippy		someone who fights (or is fighting)	
	quick and energetic	308.	handsome	
298.	zealous		pleasing in appearance	
	marked by active interest and enthusiasm	309.	hardworking	
299.	bold		characterized by hard work and perseverance	
	fearless and daring	310.	inventive	
300.	carefree		marked by independence and creativity in thought or action	
	without trouble or worry	311.	joyful	
301.	caring		full of or producing great happiness	
	feeling and exhibiting concern and empathy for others	312.	leader	
302.	creative		a person who rules or guides or inspires others	
	having the ability or power to invent or make something	313.	lovable	
303.	dainty		having characteristics that attract love or affection	
	something considered choice to eat	314.	mannerly	
304.	demanding		socially correct in behavior	
	requiring more than usually expected or thought due	315.	messy	
305.	disagreeable		dirty and disorderly	
	not being in accord with your tastes or expectations	316.	neat	
306.	dreamer		clean or organized	
	someone who is dreaming	317.	patriotic	

	inspired by love for your country		courteous regard for people's feelings
318.	sad	328.	forgiving
	experiencing or showing sorrow or unhappiness		inclined or able to forgive and show mercy
319.	self-confident	329.	kind
	showing poise and assurance in your own worth		having a tender and considerate and helpful nature
320.	serious	330.	meek
	of great consequence		humble in spirit or manner
321.	shy	331.	prudent
	timid and lacking self-confidence		marked by sound judgment
322.	successful	332.	resourceful
	having succeeded or being marked by a favorable outcome		adroit or imaginative
323.	wild	333.	submissive
	in a natural state; not tamed or domesticated or cultivated		inclined or willing to give in to orders or wishes of others
324.	adaptable	334.	thorough
	capable of fitting a particular situation or use		painstakingly careful and accurate
325.	available	335.	appreciative
	obtainable or accessible and ready for use or service		having or showing a favorable critical judgment or opinion
326.	consistent	336.	committed
	the same throughout in structure or composition		bound or obligated, as under a pledge to a cause or action
327.	deference	337.	contented

- satisfied or showing satisfaction with things as they are
338. **creative**
having the ability or power to invent or make something
339. **discerning**
having or revealing keen insight and good judgment
340. **equitable**
fair to all parties as dictated by reason and conscience
341. **integrity**
an undivided or unbroken completeness with nothing wanting
342. **lovable**
having characteristics that attract love or affection
343. **merciful**
showing or giving forgiveness
344. **patient**
enduring trying circumstances with even temper
345. **self-control**
the act of denying yourself
346. **truthful**
expressing or given to expressing the truth
347. **flexible**
able to bend easily
348. **peaceful**
not disturbed by strife or turmoil or war
349. **persuasive**
intended or having the power to induce action or belief
350. **purposeful**
serving as or indicating the existence of a goal
351. **sincere**
open and genuine; not deceitful
352. **temperate**
not extreme
353. **virtuous**
morally excellent

Family Members

Different Generations

Masculine	Feminine
Forefathers	
Great-great grandfather	Great-great grandmother
Great grandfather	Great grandmother
Grandfather	Grandmother
Father	Mother
Son	Daughter
Grandson	Granddaughter
Great grandson	Great granddaughter
Great-great grandson	Great-great granddaughter
Descendents	

Relatives and Extended Family

grandparents: the parents of your parents

grandfather: the father of your father/mother

grandmother: the mother of your father/mother

grandchildren: the children of your children

grandson: the son of one of your children

granddaughter: the daughter of one of your children

great grandfather: the father of your grandfather/grandmother

great grandmother: the mother of your grandfather/grandmother

uncle: the brother (or brother-in-law) of your mother/father

aunt: the sister (or sister-in-law) of your mother/father

cousin: the child of your aunt/uncle

nephew: the male child of your brother/sister

niece: the female child of your brother/sister

The In-Laws

The in-laws are the members of the family of your spouse (the person you are married to) or via a marriage in your family:

father-in-law: the father of your spouse

mother-in-law: the mother of your spouse

son-in-law: the husband of your daughter

daughter-in-law: the wife of your son

brother-in-law: the husband of your sister

sister-in-law: the wife of your brother

Note: To refer to more than one brother-in-law or sister-in-law etc. we have an S to the brother/sister part.

e.g. My brothers-in-law are fun. My sisters-in-laws are crazy.

The Family Mix

Nowadays in many countries a person can get married more than once. These are the terms used to describe the "new" members of the family when someone gets remarried.

"Step-" means that you are related as a result of one parent marrying again

stepfather: the (new) husband of your mother but not your biological father

stepmother: the (new) wife of your father but not your biological mother

stepson: the son of your (new) husband / wife (he is not your biological son)

stepdaughter: the daughter of your (new) husband / wife (she is not your biological daughter)

stepsister: the daughter of your stepmother or stepfather

stepbrother: the son of your stepmother or stepfather

Sometimes one of your parents gets married again and they have more children. There

half-brother: the brother you have only one parent in common with .

half-sister: the sister you only have one parent in common with.

Even if your parent didn't get married (and had the child outside of marriage), they are still your half-brother or half-sister.

However, note that it is common to still call your half-brother or half-sister just your brother or sister (without adding the half- part).

Communication

1. nonverbal

not using spoken or written language to communicate

Identify effective and ineffective verbal and **nonverbal** communication skills.

2. job candidate

an applicant who is being considered for a job

What impression do you get of this **job candidate** based on the way she communicates in her phone message?

3. computerize

provide with computers

For example, in the next few months a new **computerized** cashiering system could be installed in the store at which you work.

4. facial expression

a gesture executed with the facial muscles

Could you tell that person was angry just by looking at his or her **facial expression**?

5. sender

someone who transmits a message

Vocabulary

barrier anything that interferes with a message being sent or received

communication an exchange of information

nonverbal not involving words and language

receiver the person who receives a message

sender the person who creates

6. oral communication

(language) communication by word of mouth

A manager may not be inclined to hire an employee with poor **oral communication** skills.

7. eye contact

contact that occurs when two people look directly at each other

In the workplace, your posture and **eye contact** can send co-workers a message.

8. workplace

a place where work is done

What are some **workplace** barriers that affect communication?

9. communication

the activity of conveying information

Communication Skills

Imagine that you have been applying for jobs all over town, and you finally get called for an interview.

10. **co-worker**

an associate that one is employed with

In the workplace, your posture and eye contact can send **co-workers** a message.

11. **send a message**

give or constitute a signal, not necessarily verbally

When you communicate, you may **send a message**, or you may receive a message.

12. **ineffective**

not producing an intended consequence

Identify effective and **ineffective** verbal and nonverbal communication skills.

13. **body language**

communication via the movements or attitudes of the body

Nonverbal communication includes: gestures, facial expressions, and **body language**.

14. **phone message**

a message transmitted by telephone

What impression do you get of this job candidate based on the way she communicates in her **phone message**?

15. **facial**

of or concerning the front of the head

Could you tell that person was angry just by looking at his or her **facial** expression?

16. **barrier**

a structure or object that impedes free movement

You will accomplish the following during this lesson:
Objectives

Identify **barriers** to communication.

17. **message**

a communication that is written or spoken or signaled

Vocabulary

barrier anything that interferes with a **message** being sent or received

communication an exchange of information

nonverbal not involving words and language

receiver the person who receives a message

sender the person who creates

18. **receiver**

a person who receives something

Vocabulary

barrier anything that interferes with a message being sent or received

communication an exchange of information

nonverbal not involving words and language

receiver the person who receives a message

sender the person who creates

19. **verbal**

of or relating to or formed from words in general

Identify effective and ineffective **verbal** and nonverbal communication skills.

20. **effective**

producing or capable of producing an intended result

This lesson will focus on **effective** communication skills.

21. **teamwork**

cooperative labor done by a group

Effective communication can increase trust, promote **teamwork**, increase respect, and boost efficiency in the workplace.

22. **spoken word**

a word that is spoken aloud

It can also sometimes be harder to understand **spoken words** over a telephone.

23. **face-to-face**

directly facing each other

Verbal and Nonverbal Communication

When words are exchanged, for example in a phone conversation, a **face-to-face** conversation, a letter, or an e-mail, the communication is considered verbal.

24. **two-way**

involving two parts or elements

Barriers to Communication

Having a clear, **two-way** exchange of information isn't always as easy as it sounds.

25. **activated**

rendered active

If clear communication does not occur before this new system is **activated**, this change could bring business to a halt when it becomes clear that the employees are unprepared to use it.

26. **confuse**

mistake one thing for another

Some barriers might be caused by the sender, such as content that is conflicting or **confusing**, a choice words or language that may be difficult to understand, or an accent or unfamiliar dialect.

27. **communicate**

transfer to another

When you **communicate**, you may send a message, or you may receive a message.

28. **distract**

draw someone's attention away from something

Other barriers may be caused by the receiver, such as being **distracted** or inattentive.

29. **inattentive**

showing a lack of awareness, concentration, or care

Other barriers may be caused by the receiver, such as being distracted or **inattentive**.

30. **verbally**

by means of language

This means that more information is communicated nonverbally than **verbally**.

31. **organize**

arrange by systematic planning and united effort

Beginning with a clear message that is logical, **organized**, and easy to understand is a good first step.

32. **interfere**

get involved, so as to alter or hinder an action

Vocabulary

barrier anything that **interferes** with a message being sent or received

communication an exchange of information

nonverbal not involving words and language

receiver the person who receives a message

sender the person who creates

33. **make sense**

be reasonable or logical or comprehensible

The receiver may not have the knowledge or information to **make sense** of the message.

34. **involve**

contain as a part

Vocabulary

barrier anything that interferes with a message being sent or received

communication an exchange of information

nonverbal not **involving** words and language

receiver the person who receives a message

sender the person who creates

35. **highlight**

an area of lightness in a picture

Employees must be told when the new system will be in place and what the **highlights** of the new system are.

36. **install**

set up for use

For example, in the next few months a new computerized cashiering system could be **installed** in the store at which you work.

37. **interactive**

capable of influencing each other

If the receiver then replies with a new message, this communication has become **interactive**.

38. **compose**

form the substance of

Vocabulary

barrier anything that interferes with a message being sent or received

communication an exchange of information

nonverbal not involving words and language

receiver the person who receives a message

sender the person who creates or

39. **interview**

the questioning of a person ; often conducted by journalists

Communication Skills

Imagine that you have been applying for jobs all over town, and you finally get called for an **interview**.

40. posture

the arrangement of the body and its limbs

In the workplace, your **posture** and eye contact can send co-workers a message.

Articles

1. Money Magnifies Who You Already



By [Merja Sumiloff](#)



Many people spend their lives thinking of all the things they could do, or how much better their lives would be if only they had more money. They allow this sense of a lack of money to dictate the reason they never strive for what they really want in life, and it is common among the modern human population to cite a lack of money as one of their main reasons for not being happy. Societal pressures, such as the media, have conditioned us to believe that money is the best way to solve most of our problems. Have you ever heard a person say ‘just throw some money at the issue’? We genuinely think that money solves our problems, but what we don’t realise is that money is just another form of resource: it doesn’t define or change you, instead it magnifies who you already are.

Money in and of itself does not make anyone truly good or bad. Instead it works like an amplifier of your current character. So, with money, selfish people become more selfish, and generous people become more giving. People who are kind become kinder, and people who are cruel become even more so. The happy become even happier and the sad people become more miserable. Money is a resource of life, an amplifying energy that expands you as you already are.

When people say that money is the root of all evil, the more accurate conclusion is that the evil already exists and that money will feed the evil. The same is true for time. If you have an unhealthy relationship with time, suddenly having more of it won’t allow you to achieve what you say you want to achieve. Instead, it will fuel whatever is already present. If you use your time and money wisely, they can help you live a better life. If you are careless with them, they can destroy your life and who you are as a person. As the saying goes: money can be a good servant or a sadistic master, the choice is ultimately yours.

In this sense, the evil we are referring to is the character trait that we wish to adjust, such as a fear of intimacy, neediness or lack of confidence. These are all issues that can be remedied and transformed with appropriate self-parenting. If you refuse to self-parent, and you refuse to take responsibility for your own feelings or your personal growth, your financial situation will readily reflect this back to you in the form of emotional spending or an inability to make more money than you spend.

For example, if you are a self confessed ‘shopaholic’ then it doesn’t matter how much money you have, you will always find a way to spend it. If you are a compulsive gambler

then you will just keep raising your bids higher and higher in relation to that amount of money that you have. So in a way it doesn't really matter how much money you make because if you do not have healthy boundaries with your inner child, then you're always going to live above your means.

Money will never solve your personal issues; personal growth will. Money will never repair a poor character; self responsibility and accountability will. Money will not buy you good manners, loyal friends, a loving family, romantic love, patience, confidence, security, peace of mind, or wisdom; it is your decision to master your life and shed light on your dark spaces that will do it. Money will not solve your insecurities, anger, impatience, lack of self confidence or bad attitude; self parenting solves these challenges.

So, where to start? Here are a few practical tips in relation to money:

1. **Save 1% of all your income.** Put it aside immediately when it comes in, and use this commitment to saving money to learn, restore and confirm your self respect. Everyone can afford 1% – if you can't then you need to rebudget and cut down on your unnecessary purchases, or "wants". Once you solidify yourself at the 1% increase it to 2, 3, 5 etc. By looking at the number in the account you are witnessing your change in real time.
2. **Have patience with yourself:** this is not a one-off event. Commit to this exercise for 3 months, and then organise some small reward for yourself (within your budget, of course).
3. **If you fail, it does not mean that you as a person are a failure,** but that you failed at this particular exercise. Separate the behaviour from the person and recommit to another 3 months.
4. **At the end of the 3 months, review your situation** and make another commitment, maybe with an increased percentage or increased amount of time.

Similarly for time:

Again, put aside 1% of your day to focus on the activities that will help you achieve your goals. That works out as only 15 minutes in a day. Find that time, whether it means getting out of bed 15 minutes earlier, dedicating a section of your lunch break, giving up a TV show or some social media time. Find that time in your day and book it in your diary! Mark it down like

you would a medical appointment! As with money, commit to this exercise for 3 months, and repeat.

After all, you are your own biggest asset when it comes to time, health, wealth and happiness. Make sure that you make your precious life on this earth matter FOR YOU.

Invest in the development of your character. Make the most of your time here.

What will you be remembered for?

2.A Feeler's Dilemma

Accepting Feelings



By Charis Branson



A little less than two years ago I found out I was a Feeler. For years I prided myself on the fact that I was a pragmatic Thinker that didn't have time for all that emotional mumbo-jumbo. When in the company of women who randomly burst into tears, I would study them like a bug under a microscope. I viewed emotions as a weakness and a waste of valuable time.

The Thinker Advantage

I believe that society, in general, gives greater honor and respect to Thinkers over Feelers. Many of us get the message that Feelers can't be trusted to fulfill their obligations because they may become a blubbing pile of goo at any moment. Once the blubbing begins, all productivity is awash.

Just to demonstrate this theory, I looked up Feeler in the Urban Dictionary:

Noun; Someone who feels that he or she is very important when, in fact, he or she is not:

"Person 1: OMG! Did you see how Kate acted at Matt's party?!"

Person 2: I KNOW! She's such a feeler."

A schoolyard word children use when name calling one another in that immature growth period of around 7-10 years:

'You are such a feeler.'

'Get away from me you feeler.'

'Amanda Owens is such a feeler!'

Yes, I know it's the Urban Dictionary, but it nicely demonstrates my point that there is a belief out there that Feelers can't be trusted to be consistently rational.

I swallowed that view hook, line, and sinker. When I found out I was an INFJ, I was not pleased to be just another female Feeler. "Does that mean I have to hang out with gaggles of women and weep into my wine glass every time my husband forgets to buy me flowers?" This thought literally passed through my head.

Feelings Buried Alive Never Die

As you see, finding out I was a Feeler traumatized me a bit – yet it didn't. It explained so much of who I am and why I struggled to deny feelings that kept resurfacing. I started to give myself permission to be as overwrought as I needed (or wanted) to be. I could get pissed off if my husband forgot Valentine's Day, even if it was only a ruse to get a bigger box of chocolates. And I had the ability to empathize with others without worrying about my pragmatic facade.

In the last two years, I learned that the reason I struggled with personal growth was due to my inability to process the emotions that kept coming up. Feelings buried alive never die; they just keep festering. A festering wound puts a burden on the whole system.

I view life as a video game with multiple levels. You can't level up in a video game until you successfully conquer all the challenges in the preceding level. By burying every bit of trauma and grief that I had ever experienced, I prevented myself from leveling up. Basically, I kept shooting myself in the foot. I thought it made people respect me more when I kept myself under tight control. In reality though, I was a limping, festering, anxiety-ridden pile of goo with a mask of Spock-like indifference. Did I at least have the respect of others for my cold indifference? Not really. One friend called me a neurotic mess. And another said I clearly needed to get laid.

After settling into the reality of being a Feeler, the floodgates opened and all the stuff I had kept buried resurfaced. My thoughts on a daily basis were, "I don't know what's wrong with me! I'm freaking out!" I think my INTJ husband may have developed a facial twitch during this time.

Then I decided to take a more proactive approach to my feelings. Instead of just riding the waves of emotion and rolling over like a rudderless boat, I took control of the sails and navigated the rough waters with intention. (See [my video here](#) for specifics as to how I did this.)

Once I started working through the emotions as they came up, I began to heal. No longer did I feel one step away from total annihilation. The desire to go out into an empty field and shriek until I could shriek no more went away. I could deal with the emotions of others in a healthy way because I knew how to address my own with grace. The mask fell away, and the real me started to show through.

So, what have feelings done for me:

1. They have helped me heal.
2. They have helped me grow.
3. They have helped me deal with the emotions of others with empathy.
4. Developing emotional intelligence helps me navigate the world of emotions without fear and dread. I have gained the knowledge that whatever comes my way will be handled, which helps me gain confidence in my coping abilities.

Some Ideas For Working Through Emotions

So, now that I have regaled you with the horrors of my emotional awakening have I only managed to reinforce the belief that Feelers are unstable?

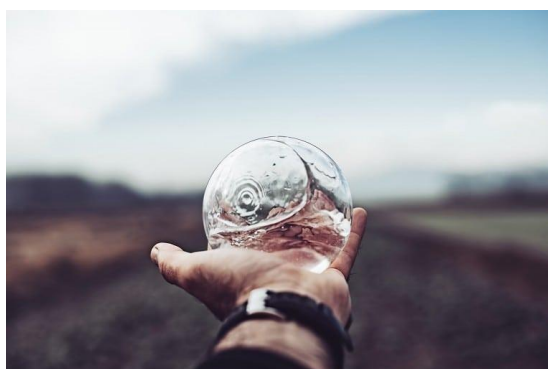
If so, you aren't seeing the whole picture. All the hangups I have battled over the last few decades were a direct result of not acknowledging my emotional needs and processing them efficiently. I firmly bought into the belief that Feelers were second class citizens, so I denied myself the emotional expression I needed. Unprocessed and misunderstood emotion got locked inside me and prevented me from actually becoming a stable, mature, confident adult.

So, when a Feeler is having a meltdown or can't make a decision because of a withering lack of self-confidence, the worst thing you can do is tell them to "Get a hold of themselves," thereby giving them the indication that their feelings are a messy waste of time.

Thinkers and Feelers alike need to acknowledge the importance of emotions when they arise and get them out into the light of day. Analyze the feeling. Journal about it. Ask yourself why you are feeling it. Study it from every angle. Dissect it like an insect in Biology class.

Does that sound too technical for someone who is in the grip? Trust me, it works. It allows you to immerse yourself in the emotion and explore it thoroughly. Often, this action alone will help process long held pain points. It's also beneficial to step outside the emotion and see it objectively. Is this an emotion carried over from childhood? Is it simply part of my ego and is it necessary? Or can I let this one go? Is this an emotion I have picked up somewhere? Is it really mine and is it serving me well?

Sometimes I will imagine myself holding the emotion in my hand like an orb. All the stuff attached to the



emotion is trapped inside the orb. I study it with interest, then when I decide it is time to let it go I picture myself blowing on it. Does it pop? Or simply float away? That's up to you. Choose your own adventure.

The world needs Feelers. Imagine how barren our world would be without the nurturing capacity of Feelers. Think of the people in your life who have cried with you, held your hand when you were experiencing a terrible time or talked you through a major crisis. I'm not saying Thinkers can't or won't do those things. I'm just saying that it is usually the Feelers of the world who are on the lookout for someone in emotional need. And when they find them, they provide the necessary service to guarantee our society maintains a measure of empathy and compassion.

Feelers can, and have, brought amazing things to this world. If you are a Feeler, give yourself permission to work through your emotions instead of bottling them up. If you are a Thinker, give the Feelers in your life the space and time they need to process emotions when they come up.

A Feeler on their A-Game, unburdened by the festering wounds of buried emotion, can get to a place where Feelings become a superpower. They know the importance of them, but they also can recognize when someone is using them poorly. They will support you all day if you are working through something, and they will tell you what you need to do if you are spending too much time wallowing or playing the victim. The emotionally mature Feeler is a rock. Completely stable and totally reliable. A place to rest into when the world dissolves into chaos.

Used Sources:

<http://usefulelenglish.ru>

<https://www.vocabulary.com>

<https://www.vocabulary.cl>

<https://personalityhacker.com>

P.s. Make sure you learn and utilize words and collocations in these articles.